

7 Supervisory Responsibilities Self Assessment Worksheet

Assess your abilities and growth areas

How would you rate your current ability for each supervisor responsibility?						
7 responsibilities of a supervisor	Not at All Skillful	Somewhat Skillful	Skillful	Highly Skillful	Expert	
1 Set Expectations and Take a Baseline Assessment						
2 Teach/Train and Delegate						
3 Give Kudos, Corrective and Evaluative Feedback						
4 Recognize Progress & Reward Achievement						
5 Articulate and Enforce Consequences						
6 Manage conflict						
7 Provide Support						

How fulfilling your supervisory responsibilities increases inclusivity:

1. **Valued:** You commit to doing each of these tasks as a signal that each person is worth the time and energy invested.
2. **Authenticity:** You are bringing your 'supervisory' self to work and acknowledge that you have these responsibilities.
3. **Transparency:** You will be clear about setting performance and conduct expectations.
4. **Accountable:** When someone does not meet your performance expectations, you will first go through the protocol/your responsibilities: Did you set expectations? Did you teach/train/delegate? Etc.....
5. **Psychological Safety and Trust:** People can trust that you will perform each of the tasks of the supervisory role to the best of your ability.

For the supervisory responsibilities you rated yourself as somewhat or not at all skillful, consider looking for training and support for that responsibility. Below are a series of resources that may help you start building your skills.